

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST IV -
Departmental Operations

SALARY GROUP: B20

DEPARTMENT: Human Resources Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Mandy Flinn DATE: 05/05/2022

POSITION #: 004457

I. JOB SUMMARY

Performs highly complex human resources management work. Work involves coordinating and administering the operation of a human resources management program. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates and administers the processing of new hires, employee separations, and other human resources actions; assists in planning, developing, revising, and implementing human resources policies and procedures; communicates and disseminates human resources policies and procedures; and develops solutions to problems by following procedures and applying policy.
- B. Provides advice and counsel to employees and managers regarding human resources issues to include compensation, employment, leave provisions, benefits, retirement, insurance, classification, recruitment, retention, and salary administration; advises agency staff on human resources issues, rules, and regulations; and reviews human resources paperwork to ensure compliance with agency policies and procedures and state and federal laws and regulations.
- C. Performs and oversees timekeeping and other data entry processes; prepares human resources correspondence, reports, forms, surveys and questionnaires, and other documents; and coordinates the maintenance and analysis of human resources automated systems, files, records, reports, and statistical data.
- D. Coordinates and conducts new hire orientations activities; coordinates work with other departments, divisions, agencies, staff, and the public; administers employee grievance procedures; and analyzes organization methods, evaluates jobs, and prepares job description requests.
- E. Screens and evaluates applicant qualifications; refers qualified applicants to the appropriate hiring authority; coordinates and schedules interviews for the selection process; interviews applicants; and completes necessary paperwork.
- F. Trains and supervises the work of others.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Human Resources, Business Administration, Public Administration, Behavioral Science, or a related field preferred. Each six month increment of experience as described below may be substituted for fifteen semester hours for a maximum substitution of four years.
2. Two years full-time, wage-earning customer service, clerical, administrative support, or technical program support experience.

Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), Society for Human Resource Management – Certified Professional (SHRM-CP), or Society for Human Resource Management – Senior Certified Professional (SHRM-SCP) certification may substitute for two years of experience.

A Human Resources Certificate from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United State Department of Education (USDE) may substitute for one year of experience.

3. Six months full-time, wage-earning human resources experience or general office experience that includes human resources-related functions.
4. Experience in the supervision of employees preferred.
5. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles, methods, and practices of human resources management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data and prepare technical reports.
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill to develop policies, procedures, and guidelines to meet program objectives.
13. Skill to train and supervise employees.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.